

UTAH DEPARTMENT OF TRANSPORTATION SPECIAL ROAD USE GUIDELINES FOR ALL EVENTS

Purpose:

To provide permit applicant procedures for uniform administration of special encroachments such as parades, bicycle events, marches, foot races or other events using the Utah Department of Transportation (UDOT) roads and facilities. Special events can use the UDOT rights-of-way while recognizing the UDOT's responsibility to preserve the function of the highway for the movement of traffic in a safe and efficient way.

Introduction:

The UDOT developed these guidelines to inform and help event holders, promoters, and participants in obtaining permits to hold events on State Routes. The need for these guidelines arose from the growing special interest groups, municipalities, and a population in general that wish to use State Routes for special events.

Authority:

Title R920. Transportation, Operations, Traffic and Safety. Administrative Rule R920-4-1 Permit Required for Special Road Use or Event and Title R930 Transportation, Preconstruction, Administrative Rule R930-6-15 Manual of Accommodation of Utility Facilities and the Control and Protection of State Highway Rights-of- Way.

Criteria for Special Event Applications:

Alternate route may be required when traffic volumes are high, road construction, or other events are occupying the road, a safer route can accommodate the event, or your event poses a great inconvenience to the motoring public. The UDOT will issue Special Event Permits for right-of-way use when all of the following conditions are met:

1. A special road use application and fee have been submitted. Events cannot occupy the roadway until a permit is issued.
2. Application must be made 15 days prior to the scheduled event.
3. As determined by the Regional Permit Officer, the organizer shall distribute a news release to all local radio stations, television stations, and newspapers that announce the event and advise residents of alternate routes and potential delays. The news release shall include the date, times, affected roads, and shall also include an estimate of the anticipated length of delay.
4. A copy of liability insurance/event insurance must be submitted naming the "State of Utah and Its employees" as additionally insured under the certificate (minimum \$1,000,000/occurrence).
5. A detailed map showing the proposed course and direction of the event will be required. Locations of parking areas, water stations, toilets facilities, and other appropriate information shall be shown on the map. These areas cannot be located within the UDOT right-of-way. The event organizer is responsible for obtaining appropriate permission to locate these facilities on private property.
6. Events require a traffic control plan in accordance with MUTCD and UDOT standards. Plans will be part of the permit. Any road closures will require traffic control by uniformed police officers. The UDOT may require inspection and

monitoring of traffic control by a UDOT permit inspector or Incident Management Team. All cost of equipment and services shall be paid for at the Event Organizers expense.

7. Confirmation from local law enforcement that uniformed officers are providing traffic control.
8. Railroad and bridge crossings are to be given special attention. The Event Organizer shall coordinate with the appropriate railroad representative to ensure the event schedule will not conflict with the operation of the railroad.
9. Applicant must sign a WAIVER AND RELAESE OF DAMAGES against the State of Utah and certify that each participant has read, understands, and signs a WAIVER AND RELAESE OF DAMAGES against the State of Utah.
10. Confirmation of local municipal or county permits.

Event Organizers are required to have and make each participant aware of the following:

Emergency Plans in the event of an accident or injury i.e. identifying who is responsible for supplies and medical support.

Nearest hospitals and how to obtain emergency assistance, etc.

Locations of rest areas.

Facilities for water etc.

Trash cleanup plans in order to leave the state road and rights-of-way clean and free of debris created by the event.

Event participants must obey all traffic laws, lights, and signs.

On State facilities no event can begin ½ hour prior to sunrise and must end by ½ hour after sunset.